Personnel Requisition Form, National Staff

Catholic Relief Services

Type of Position (circle one)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | New Position | Existing Position | Is the position approved in the current year’s APP: |
| 2. | Permanent Position | Temporary Position |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Proposed Start Date: | |  | | | Length of Assignment: | | |  |
| Department: |  | | | |  | | |  |
| Position Title: |  | | | |  | | |  |
| Reports To (Title): | | |  | | | | |  |
|  |  | | | | |  |  | |
| Potential Candidates currently employed by CRS (if any): | | | | | | |  | |
| Proposed Salary Range: | | | |  | | | | |
| DSPN for salary: | | | |  | | | | |
| If Grant based, effective date of Grant: | | | | | | | |  |

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| **Position Responsibilities**: (Attach a complete Job Description) |
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| Position Requirements: | | | |
| 1. Education requirements (minimum): | |  | |
| 2. Experience requirements (minimum): | |  | |
| 3. Language Requirements (spoken/ written): | | |  |
| 4. Other Skill Requirements: |  | | |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requested By |  |  |  |  |  |
|  | PM/ Supervisor |  | Signature |  | Date |
| Approved By |  |  |  |  |  |
|  |  |  |  |  |  |

Country Representative Signature Date